



UNITED STATES MARINE CORPS
MARINE CORPS AIR FACILITY
2100 ROWELL ROAD
QUANTICO, VIRGINIA 22134-5063

IN REPLY REFER TO

AFO P1500.2B
AF 143
26 Aug 94

AIR FACILITY ORDER P1500.2B

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR TRAINING OF
INDIVIDUAL MARINES

Ref: (a) MCO 3574.2G
(b) MCCDCO 3547.1A
(c) MCO 6100.3J
(d) MCO 6100.10B
(e) MCO 1550.3M
(f) MCO P1553.4
(g) MCO 3400.3D
(h) MCO 1500.51
(i) MCO 1500.52
(j) MCO 5390.2D

Encl: (1 LOCATOR SHEET


1. Purpose. To promulgate standing operating procedures for individual training of all Marines assigned to this organization

2. Cancellation. AFO P1500.2A, AFO 3400.1B, AFO 3574.1B, AFO 6100.1B, AFO 6100.2D and AFO 6110.1C.

3. Action. The information, instructions and procedures contained in this publication are promulgated as required by current directives, and as guidance for the conduct of ground training within this organization. Should conflict arise between the procedures established by higher headquarters, the latter will apply.

4. Summary of Revision. This directive contains substantial changes and should be completely reviewed.

5. Certification. Reviewed and approved this date.


BARRY M. FORD

DISTRIBUTION: B

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LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP) FOR TRAINING OF
INDIVIDUAL MARINES

Location: _____
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Manual).

ENCLOSURE (1)

SOP FOR TRAINING OF INDIVIDUAL MARINES

RECORD OF CHANGES

Log completed change action as indicated

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

SOP FOR TRAINING OF INDIVIDUAL MARINES

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SOP FOR TRAINING OF INDIVIDUAL MARINES

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GENERAL

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CHAPTER 1

GENERAL

1000. OBJECTIVES. The purpose of individual training is to ensure that each Marine assigned to this unit is provided with an opportunity to learn and develop the skills, knowledge, and attitudes required to successfully perform all assigned duties and responsibilities.

1001. DEFINITIONS. Word usage and intended meanings as used in this Manual are as follows:

1. Shall. Has been used only when application of a procedure is mandatory.
2. Should. Has been used when application of a procedure is recommended.
3. Will. Has been used only to indicate future tense, never to indicate any degree of requirement for application of a procedure

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CHAPTER 2

MARKSMANSHIP TRAINING

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CHAPTER 2

MARKSMANSHIP TRAINING

2000. GENERAL. Marksmanship proficiency is the keystone of military effectiveness in ground combat operations. The objective of marksmanship training is to develop proficiency to the highest possible level.

2001 REQUALIFICATION

1. Known Distance "KD" Course. Officers through the rank of Captain and with under 13 years of service and enlisted Marines through the rank of Gunnery Sergeant and under the age of 40 will fire the KD course on their fifth year of service and every four years thereafter.
2. Marines assigned to the Marine Corps Air Facility (MCAF) and Marine Helicopter Squadron One (HMX-1) will fire the "B" Modified course on alternate years, unless otherwise assigned to a KD course.
3. Pistol Course. Officers, staff noncommissioned officers, and staff noncommissioned officer selectees will qualify annually with the .9MM caliber pistol.

2002. EXEMPTIONS. All exemptions of firing requirements are in accordance with reference (a).

2003 LOCAL REQUIREMENTS/LOGISTICS

1. Range Liaison/Verifier. MCAF and HMX-1 personnel share these duties on a rotating, odd/even basis.
2. Transportation. MCAF Training will arrange transportation through the S-4 for MCAF/HMX-1 shooters.
3. Messing. Training departments from both units are required to submit a roster to include meal card numbers to the MCAF Dining Facility for box lunches. The range liaison will pickup lunches daily for shooters.
4. Equipment. All personnel will check out weapons/782 gear at least two days prior to commencement of range detail. Gear will be available at the MCAF armory and Marine Corps Property.
5. Safety/Policies. All personnel will be subject to the range policies set forth by the Commanding General, Marine Corps Combat Development Command, as contained in reference (b).

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CHAPTER 3

PHYSICAL FITNESS/WEIGHT STANDARDS

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CHAPTER 3

PHYSICAL FITNESS/WEIGHT STANDARDS

3000. GENERAL. As indicated in reference (c), every Marine must be physically fit regardless of age, grade or duty assignment. Reference (d) states that it is essential to the day-to-day effectiveness and combat readiness of the Marine Corps that every Marine maintain the established standards of health, physical fitness and appearance.

3001 PHYSICAL FITNESS

1. The Commanding Officer, MCAF shall administer the Physical Fitness Test (PFT) at least semi-annually (on a calendar year basis in accordance with the standards prescribed in reference (c)).
2. The Commanding Officer, MCAF will designate the date, time and location of the PFT.

3002 WEIGHT STANDARDS

1. Weigh-in. Weighing of MCAF personnel will be done at the discretion of the Commanding Officer. Section heads may weigh their personnel as often as they deem necessary. Additionally, they will monitor their personnel and identify to the Training Section anyone whose weight/military appearance does not meet Marine Corps standards as set forth in reference (d). Reference (d) also outlines the procedures for documenting personnel records of those who do not meet these standards.
2. Alternate Maximum Weight. Procedures for granting an alternate maximum weight limit are as set forth in reference (d).

3003. REMEDIAL PHYSICAL FITNESS PROGRAM

1. Information. Personnel who have failed the PFT or who have been determined to be overweight shall be assigned to the Remedial Physical Fitness Program in accordance with reference (c).
2. Conduct of Training. Remedial physical fitness training will be conducted at the discretion of the Commanding Officer, but will be conducted in accordance with reference (c). Additionally, reporting procedures for personnel assigned to this training are contained in reference (c).

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CHAPTER 4

MARINE CORPS INSTITUTE (MCI)

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CHAPTER 4

MARINE CORPS INSTITUTE (MCI)

4000. GENERAL. Each Officer and enlisted Marine should prepare, through professional reading and self-study for assignments of increasing responsibility and attendance at Professional Military Education (PME) schools. To ensure professional educational opportunities for career development, an effective nonresident program is essential.

4001. INFORMATION

1. Eligibility for Enrollment. The prerequisites and eligibility for enrollment for MCI course are in accordance with reference (e).

2. Course Listings and Descriptions. The Marine Corps Institute publishes a semi-annual course catalog. This catalog gives complete descriptions of all courses available, prerequisites for enrolling mailing and grading procedures. A master copy of this catalog is maintained by the MCAF Training Section. Additionally, the Training Section is responsible for the ordering and record keeping of MCI information for all MCAF Marines.

4002. SPECIALIZED SKILL COURSES. The Commanding Officer and respective officers-in-charge are responsible for conducting and evaluating the state of individual and collective training. They are responsible for determining whether or not these courses can enhance unit training programs by increasing the specialized skill proficiency and/or professional military knowledge of individual Marines.

1. Supervision. While the responsibility for the MCI correspondence program rests with the Commanding Officer and officers-in-charge, the direct supervision will be under the cognizance of the MCAF Operations Department. The MCAF monthly training schedule will reflect time to work on MCI courses during normal working hours (1.0 hour per week) in accordance with reference (e).

2. Recognition. Procedures for recognition of personnel who have completed MCI courses are in accordance with reference (e).

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CHAPTER 5

PROFESSIONAL MILITARY EDUCATION (PME)

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CHAPTER 5

PROFESSIONAL MILITARY EDUCATION (PME)

5000. GENERAL. The Marine Corps PME program is a dynamic system for educating Marines throughout their careers. It identifies areas that should receive emphasis at each level of education and provides guidelines for PME institutions. Accordingly, all officers, staff noncommissioned officers and noncommissioned officers attached to MCAF shall participate in PME.

5001. PREREQUISITES AND GUIDELINES. Prerequisites and guidelines for all resident and non-resident courses are contained in reference (e). All officers in charge and noncommissioned officers-in-charge will ensure that all eligible Marines have completed the appropriate PME for their grade.

5002. NON-RESIDENT PROGRAMS. Non-resident programs are outlined in references (e) and (f) and in Chapter 4 of this Manual.

5003 RESIDENT PROGRAMS

1. Officer PME Requirements. Officer PME framework, to begin with The Basic School is illustrated in Figure 1-2 of reference (f). All officers attached to MCAF will ensure that they have taken every opportunity to obtain the PME training required for their grade.

2. Enlisted PME Requirements. Enlisted PME consists of four formal schools under the cognizance of the Marine Corps University.

a. NCO Basic Course - to be attended by Sergeants. It is designed to enhance experience, skill, knowledge, judgement and confidence.

b. SNCO Career Course - designed for Staff Sergeants or selectees and expands leadership concepts and stresses the responsibilities of a Marine leader at the platoon and company level.

c. SNCO Advanced Course - designed for Gunnery Sergeants and selectees to improve military judgement, leadership, training management techniques and confidence levels.

d. SNCO Senior Program - includes the First Sergeant and Master Sergeant Regional Seminars and the Sergeant Major/Master Gunnery Sergeant Symposium.

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5004. CRITERIA AND INFORMATION

1. All available course criteria (officer and enlisted) are contained in reference (f).

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CHAPTER 6

NUCLEAR BIOLOGICAL AND CHEMICAL (NBC) DEFENSE

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CHAPTER 6

NUCLEAR BIOLOGICAL AND CHEMICAL (NBC) DEFENSE

6000. GENERAL. The goal of NBC defense training is to ensure that all Marines are trained to survive and to accomplish their mission in a NBC environment. Enclosure (1) of reference (g) lists the basic standards of proficiency for individual Marines.

6001. TRAINING. All MCAF Marines will be trained to survive under the conditions of NBC attack and to conduct the continuing actions required to sustain the survivability and operating proficiency of the unit in an NBC environment.

1. Annual Requirements. All MCAF Marines are required to be trained in NBC defense annually, both in the classroom and in a chemical chamber. Standards of proficiency are contained in reference (a).

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CHAPTER 7

MARINE BATTLE SKILLS TRAINING (MBST)

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CHAPTER 7

MARINE BATTLE SKILLS TRAINING (MBST)

7000. GENERAL. MBST integrates individual and collective combat skills with specific unit mission requirements. It is a comprehensive training process dedicated to the development of sustained combat skills for all Marines.

7001. PHASES. There are four phases of MBST, Basic Warrior Training (BWT), Marine Combat Training (MCT), Marine Leader Training (MLT), and MBST Sustainment Training. Guidelines for this training can be found in reference (h). Additionally, MBST Sustainment Training will be addressed in this Manual.

7002. MBST SUSTAINMENT TRAINING

1. Requirements. The Commanding Officer, MCAF will determine training requirements based on an analysis of this unit's mission, MOS proficiency and MBST combat skills proficiency. The evolution of MBST is continuous and will be conducted concurrently with scheduled training.

2. MBST Handbook. This contains the individual tasks that every Marine must be capable of performing. The Commanding General, Marine Corps Combat Development Command has been tasked to ensure that every Marine receives this handbook in accordance with reference (h).

3. Conduct of Training. Reference (h) indicates that the preferred method of testing for the MBST is performance to a standard and demonstrated hands on proficiency. Additional guidelines for the conduct of and reporting of this training are also contained in reference (h). The MCAF Training Department will schedule and conduct annual MBST training.

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CHAPTER 8

MARINE COMBAT WATER SURVIVAL TRAINING

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CHAPTER 8

MARINE COMBAT WATER SURVIVAL TRAINING

8000. GENERAL. The inherent nature of Marine Corps operations and training requires that Marines have the ability to survive in water. Combat water survival training is designed to reduce the fear of water, instill self-confidence, and develop an individual Marines' ability to survive in water.

8001. REQUIREMENTS. The minimum qualification level for all Marines is Combat Water Survival, third class (CWS3). Guidelines for this and higher qualifications are contained in reference (i).

8002 QUALIFICATION/REQUALIFICATION SCHEDULE

1. The MCAF Training Section will ensure that all Marines in the unit are trained as indicated below.

- a UQ - remedial swim training until qualified
- b. CWS3 - requalify annually
- c CWS2 - requalify biennially
- d. CWS1 - requalify triennially
- e. WSQ - requalify triennially

2. Reference (f) outlines prerequisites for instructors and procedures for all qualification levels.

3. The MCAF Training Section will coordinate MCWST through the Commanding General, Marine Corps Combat Development Command (Attn: Operations).

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CHAPTER 9

LEADERSHIP TRAINING AND EDUCATION

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CHAPTER 9

LEADERSHIP TRAINING AND EDUCATION

9000. GENERAL. All Marines, officers and enlisted will participate on a continuing basis in leadership training in accordance with reference (j).

9001. LEADERSHIP TRAINING. Leadership training is conducted in accordance with reference (j) beginning with Entry Level in recruit training and Officer Candidates School. The Commanding Officer of MCAF will continue this training as indicated below.

1. Post-Entry Level. The Commanding Officer will schedule this training throughout the year as he deems necessary. The MCAF Training Section will designate this training in the Annual/Monthly Training Schedule and this training will be conducted in accordance with reference (j).

2. Officer and Staff Noncommissioned Officer Schools and Courses. The Commanding Officer will ensure that all MCAF Marines are afforded the opportunity to attend appropriate PME level courses in accordance with references (f) and (j).

9002. ADDITIONAL TRAINING. Leadership training, in addition to leadership principles will focus on Equal Opportunity, Sexual Harassment and Family Planning in accordance with reference (j).

9003. Methods of Instruction In accordance with the guidelines set forth in reference (j)